

**SECRET**

021-1033-63

7 MAY 1963

**MEMORANDUM FOR: Chiefs of Staffs and Divisions**

**SUBJECT: Promotions**

1. The OSA Career Service Panel will convene during the week of 13 May 1963 to consider promotions of E Career Service personnel who are presently at the following grade levels:

GS-03  
GS-04  
GS-05  
GS-06  
GS-07  
GS-08  
GS-09  
GS-10  
GS-11  
GS-12

APPROVED  
DATE: 30/11/81  
BY: [Signature]  
REVIEWED: [Signature]

2. Also, during this time period, the Panel will consider its promotion recommendations to the AD/OSA for presentation to the E Career Service Board of E Career Service personnel who are presently at the GS-13 grade level. The E Career Service Board will act on those recommendations in May of 1963.

3. Promotion recommendations are due in the Office of Personnel not later than 10 May 1963. Attached to the addressee's copy of this memorandum are listed those individuals on whom promotion recommendations have already been received. In those instances, another recommendation is not necessary.

4. For your information, the promotions to GS-07, GS-08 and GS-09 in the secretarial, information control and clerical categories will be considered by the E Career Service Board in July of 1963 and the OSA Career Service Panel will submit its recommendations to the AD/OSA for presentation to the Board in June of 1963.

Executive Secretary  
E Career Service Panel

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Approved For Release 2002/09/04 : CIA-RDP81B00961R000100140014-6  
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